

SECTION 357: DEFERRED COMPENSATION PLAN

1. General Comments. Members of the Employees' Retirement System of the State of Hawaii may participate in the Deferred Compensation Plan by submitting a payroll authorization form, which designates the amount of compensation to be deferred. Such compensation will be withheld by the State of Hawaii each pay period and will be invested by the Board of Trustees into an investment option elected by the employee.
2. Legal Provisions. Chapter 88E of the Hawaii Revised Statutes authorizes the Board of Trustees of the State of Hawaii Deferred Compensation Plan to establish and adopt the Deferred Compensation Plan which is intended to be an eligible plan under Section 457 of the United States Internal Revenue Code. Chapters 41 to 44 of Title 14, Administrative Rules, were adopted by the board to implement the administration of the plan.
3. Form. The STATE ACCOUNTING FORM D-60, SALARY ASSIGNMENT/CANCELLATION (SAFORM D-60) is a multi-purpose form that is used to report a request for salary assignment or to change or cancel the amount assigned to the Deferred Compensation Plan. Refer to Part 700, Appendix, for form illustrations and related instructions.
4. Procedures.
 - (a) The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing deferred compensation assignments, changes or cancellation of assignments. More specific procedures for the preparation, review and routing of the SAFORM D-60 are described below.
 - (b) Assignments, changes or cancellation of deferred compensation assignments are processed through the Hawaii Benefits, Inc. and distributed as noted on each copy of the SAFORM D-60.
 - (c) Forms for new or revised assignments should be submitted no later than 4:00 p.m. of the first workday of either payroll period in a month, if they are to be reflected in that payroll period.